

June 8, 2005

MEMORANDUM FOR: Associate Administrators
Staff Office Directors
Deputy Associate Administrators
Chief Financial/Administrative Officers
Heads of Contracting Offices

FROM: Director, Acquisition and Grants Office 

Subject: Fiscal Year (FY) 2006 Agency Acquisition Planning
Instructions

ACTION REQUESTED BY: August 15, 2005

This memorandum initiates development of NOAA's FY 2006 Advance Acquisition Plan (AAP). We have deliberately delayed formal advance acquisition planning for several months this year for several reasons. First, we are just now able to begin using, in a production mode, the newly developed Strategic Acquisition Management (SAM) System. This web-based planning system will significantly enhance the planning and tracking processes associated with acquisitions, is significantly more user friendly for the management and user community, and will enable real-time data availability regarding planned acquisitions and their status. Secondly, as FY 2005 was the first year of utilizing a formal acquisition planning process in NOAA, it was important to evaluate what has occurred to date and to take advantage of "lessons learned" with that planning process. Thirdly, the issuance of the NOAA Acquisition Handbook codified specific policies that affect the time associated with completing specific acquisition actions and provides a more comprehensive set of Procurement Action Lead Time (PALT) standards that will be utilized in the acquisition planning process. In addition, the former NOAA Finance and Administration offices have been undergoing realignment to a functional leadership model and the establishment of the service delivery points for the Acquisition and Grants Office will affect the planning process.

Accordingly, the attached FY 2006 Acquisition Planning Instructions are provided for guidance to the Line and Staff Offices and Program Directors. Consistent with the budget structure, each Associate Administrator/Staff Office Director is responsible for the development and approval of his/her advance Component Acquisition Plan (CAP), which includes the individual Acquisition Plans in support of both the individual Line Office and

Programs that fall within their budgetary authority. The policy of individually identifying planned acquisitions estimated at over \$100,000, as well as acquisitions of any dollar amount, if expected to result in a new contract, remains in place.

In order to maintain effective planning and execute timely awards, I urge you to limit fourth quarter spending to no more than 30 percent of the annual total when developing your FY 2006 CAPs. As well, I have found it beneficial to, wherever possible, establish contracts on other than a Fiscal Year basis (e.g., don't have contracts begin early in the fiscal year and end late in the fiscal year). This helps to eliminate the uncertainty of funding availability and to minimize the number of funding actions associated with multiple continuing resolutions early in the fiscal year.

If members of your staff have any questions, they may contact John Abbott (301-713-0325) of my staff.

Attachment

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

AGENCY ACQUISITION PLANNING
INSTRUCTIONS FOR FISCAL YEAR 2006

Prepared by:
Acquisition and Grants Office

Date:
June 8, 2005

National Oceanic and Atmospheric Administration
Agency Acquisition Planning Instructions
For Fiscal Year 2006

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Part I. Agency Acquisition Planning Requirements

A. Advance Acquisition Planning

Acquisition planning requires early communication and close coordination among: (1) each Program Manager; (2) Line and Staff Office management; (3) the cognizant acquisition division; and (4) internal and external review/approval authorities. This strategy will help assure that (1) NOAA's acquisitions are completed timely, effectively and efficiently; (2) Federal and Departmental Acquisition Regulations and Bureau acquisition policies are adhered to; and (3) meaningful data is provided to higher monitoring authorities.

B. Component Acquisition Plan (CAP)

The Agency Acquisition Plan (AAP) is a consolidation of the CAP. Given the current budgetary structure for NOAA, funding for all acquisitions flows from Line and Staff Offices. This means that Line and Staff Offices need to ensure that their plan includes not just the acquisitions that support their individual Line/Staff Office, but also those acquisitions that support the various NOAA programs and which may or may not be funded in part by another Line or Staff Office.

Question: I have responsibility for a facility construction project that is funded by my Line Office, but is managed by the Facilities Office and funds are transferred from my Line Office to the NOAA's CAO office for execution. Who prepares the Acquisition Plan?

Answer: Responsibility for developing the Acquisition Plan with the cognizant acquisition office resides with the NOAA CAO's office. This means that Line/Staff Offices/Program Managers will need to communicate in advance with the NOAA CAO's office to ensure that office is aware of facility construction requirements planned for FY 2006.

NOAA's web-based acquisition planning system, SAM, will assign a unique identifying number, called an Advance Procurement Plan (APP) line item number. A component's consolidated list of APPs is called a CAP. A consolidated list of CAPs is called the AAP.

Components must individually identify each of their planned acquisitions or APPs as follows:

1. Where the estimated life cost is over \$100,000 or when a modification to an existing contract that changes the terms/conditions of that contract and the value of the modification itself exceeds \$100,000; and

2. Anytime the acquisition is expected to result in a new contract award or a modification to exercise an option or a task/delivery order under an existing NOAA contract, regardless of dollar value.

C. Items Excluded from the CAP/AAP:

The following items are specifically excluded from the CAP/AAP:

1. Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) – Requests for supplies and equipment that are acquired from the uniform requisitioning and issue system.
2. Printing – Requirements that are acquired in house via the Standard Form 1, Printing and Binding Requisition, to the Government Printing Office.
3. Interagency Agreements – Purchases made from another Federal Agency.

Question: I have heard that there are new procedures and review requirements associated with Interagency Agreements. Do I need to coordinate with an acquisition office on these agreements?

Answer: In May 2004, the Department of Commerce (DOC) issued the DOC Interim Interagency and Other Special Agreements (IOSA) Handbook. NOAA is participating in a Departmental workgroup that is developing consistent processes that will be utilized across all DOC offices for implementation of the IOSA Handbook. In the meantime, Line and Staff Offices can continue to utilize existing processes, but must also obtain required reviews and approvals, including the DOC Office of General Counsel (all IOSAs, under current DOC/OGC agreements) and the DOC Acquisition Review Board (ARB) (all IOSAs with a value of >\$5,000,000 over the expected life of the agreement). If an IOSA will require ARB approval, the IOSA must be coordinated with the NOAA AGO and scheduled for the DOC ARB through the AGO Director's office. At the time the ARB review is scheduled, the initiator will be provided with dates by which presentation material must be presented to the cognizant acquisition division for their review/concurrence, the AGO Director's office for review/concurrence, and submittal to the DOC ARB, which meets on the 4th Thursday of every month.

Unchanged is the Federal Acquisition Regulation (FAR) requirement for the execution of a Determination and Findings by a Contracting Officer whenever NOAA is transferring funds to another agency for that agency to execute an acquisition for NOAA under the Economy Act. This is more than a paperwork exercise; it requires documentation of appropriate market

research and analysis to support the proposed transfer of funds. As such, whenever such an agreement is being considered, there should be an in-depth discussion regarding the specifics of the requirement with the cognizant Head of the Contracting Office (HCO) well in advance of the planned execution of the agreement.

4. Travel – NOAA employee requirements that are authorized via Travel Order.
5. Telephone Utility Services – Actual telephone bills.
6. Training – Requirements acquired using the Request, Authorization and Certification of Training form.
7. Expenditures resulting in Obligation and/or Payment of Funds to Another Federal Government Agency – for example, Reimbursable Work Authorizations.
8. Grants – Any expenditure appropriately processed as a Grant or Cooperative Agreement under the Grants and Cooperative Agreement Act.

D. Information Technology System (ITS) Acquisitions

Planners need to ensure that appropriate IT planning and security requirements are taken into consideration whenever planning to acquire IT equipment, software and/or services. Close coordination with the component Chief Information Officer (CIO) and/or the NOAA CIO's office is recommended well in advance of need.

E. Budget and Spending Limitations

Individual CAPs must be consistent with the estimates in NOAA's FY 2006 budget and should reflect the Component's/Program's spend plan.

Question: I had a problem this year with acquisition awards not being "in sync" with the spend plan; awards were made in advance of when the funds were available or the award was made later than planned in the spend plan. How do I solve this problem?

Answer: While there is no set order in which the spend plan and the acquisition plan are developed, there is a need to ensure that the two plans are consistent. An acquisition office will execute the award of an acquisition as expeditiously as possible.

If there is a specific month or quarter during which an acquisition must be processed (e.g., awarded), that information needs to be communicated with

the cognizant acquisition office so that the acquisition plan and milestone schedule that will be developed for the acquisition will be consistent with that plan. As well, the Requestor should specifically indicate on the Requisition that award should not be made before a specific date or that award is required during a specific month or quarter.

As well, when the spend plan is developed it should not be developed without input from the cognizant acquisition division. Those discussions will center on the planned acquisition strategy, what steps must be accomplished in order to process that acquisition and the dates by which certain actions must occur (e.g., the date by which the acquisition must be submitted to the cognizant acquisition division with all required clearances and approvals, agreed to Statement of Work/Objectives, evaluation criteria, and special contractual provisions; the individual milestone steps and planned dates by which the parties (program office, acquisition office, etc.) must complete individual steps in the process.)

SAM will enable requestors/Program Managers/Line Office/Staff Office management to track acquisition process and account for variances in a more informed and consistent manner.

Efforts should be made to limit the use of funds in the fourth quarter to no more than 30 percent. As well, planning must take into account that NOAA has a variety of funding streams—one year, two year, no-year, etc. funding. As well, it is recommended that every effort be made to get contracts off a “fiscal year schedule.” Given that we rarely have an appropriation at the start of the fiscal year, it is recommended that contract schedules be developed to start and end at other than the start/end of the fiscal year. This ensures that required acquisitions can proceed and that multiple funding actions associated with funds available under a number of continuing resolutions are not required to be processed.

F. Submission of CAPs

A web-based acquisition planning system has been implemented for FY 2006. All components are required to develop their CAP, which will consist of all known acquisitions planned in FY 2006 from their individual component and from all programs for which they have budgetary responsibility. CAPs should be entered into SAM (created, approved and submitted to the cognizant Acquisition Division) by August 15, 2005. Line and Staff Offices and Program Managers should carefully review the planned FY 2006 budget and identify all dollars that are planned to be executed through the award of an acquisition. In addition to new acquisitions, this should include, as well, all on-going acquisitions where there are incremental funding requirements, options or renewals that will need to be executed in FY 2006.

G. Deletion of APPs

Whenever it becomes known that a planned acquisition is to be cancelled, for whatever reason, such cancellation should be executed through SAM.

Part II. Development of the CAP

A. Development of the CAP in SAM

1. The first step in utilizing SAM is to contact John Abbott in the Acquisition and Grants Office via e-mail (John.J.Abbott@noaa.gov) to identify what individuals in your Line/Staff Office will be fulfilling what role (initiator, approving official, budget official, property official). AGO will ensure that SAM access is established consistent with your Component's requirements and will advise all individuals when their access has been established.
2. SAM is designed to be user-friendly with many "drop down boxes" where initiators can select the appropriate fill-in. The information needed to generate an individual Acquisition Plan in SAM are as follows:
 - a. Identify planned acquisition as an "individual plan" or a part of the component's "small plan" – Drop down box – select individual plan or small plan.
 - b. Identify "Client Project Officer" – Enter plan submitter's name as used in SAM user name. User name equals name as written and formatted in e-mail address.
 - c. Identify "Client FMC" – Select appropriate FMC from Drop Down Box.
 - d. Identify "Acquisition Office" – Select cognizant Acquisition Office from Drop Down Box.

Question: I have heard that the realignment of the former NFA may have changed the service delivery point for acquisitions for my office. What acquisition office will service me?

Answer: The Deputy Under Secretary has approved the following service delivery points for the re-aligned Acquisition and Grants Office:

Headquarters Acquisition Offices:

High Performance Computing Acquisition Staff (supports all NOAA High Performance Computing acquisitions regardless of initiating Line or Staff Office).

Satellite Program Acquisition Staff (supports NESDIS satellite acquisitions beginning with GOES-R).

NWS Acquisition Division (supports NWS acquisitions where the Project Officer is located in Headquarters (includes Headquarters' based field offices), all National Capital area offices, and all NOAA offices in Maryland and the District of Columbia).

NESDIS Acquisition Division (supports NESDIS acquisitions where the Project Officer is located in Headquarters (see NWS Division for definition of Headquarters)).

NOS/NMFS/OAR Acquisition Division (supports NOS/NMFS/OAR acquisitions where the Project Officer is located in Headquarters (see NWS Division for definition of Headquarters)).

Staff Office/External Client Acquisition Division (supports all NOAA Staff Offices, including NMAO, where the Project Officer is located in Headquarters (see NWS Division for definition of Headquarters) and all non-NOAA clients located in Headquarters).

ERAD - Eastern Region Acquisition Division, Norfolk, VA - Services all NOAA and non-NOAA offices where the Project Officer is located in Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Ohio, Pennsylvania, Delaware, West Virginia, Virginia, North Carolina, South Carolina, Georgia, Puerto Rico, and U. S. Virgin Islands

CRAD - Central Region Acquisition Division, Kansas City, MO - Services all NOAA and non-NOAA offices where the Project Officer is located in Minnesota, Wisconsin, Michigan, Iowa, Illinois, Indiana, Missouri, Kentucky, Arkansas, Tennessee, Louisiana, Mississippi (with the exception of acquisitions handled by the National Data Buoy Center), Alabama and Florida

MRAD - Mountain Region Acquisition Division, Boulder, CO - Services all NOAA and non-NOAA offices where the Project Officer is located in Montana, North Dakota, Wyoming, South Dakota, Nebraska, Colorado, Kansas, New Mexico, Oklahoma and Texas

WRAD - Western Region Acquisition Division, Seattle, WA - Services all NOAA and non-NOAA offices where the Project Officer is located in

Alaska, Guam, American Samoa, Hawaii, Washington, Idaho, Oregon, California, Nevada, Utah, Arizona and the Northern Marianas.

The service Delivery point (the acquisition office) is determined by the physical location of the designated Project Officer. Where the funds come from, the FMC of the Project Officer or another FMC, does not dictate which acquisition office will execute the acquisition.

The above geographic service delivery point assignments will be effective for all FY 2006 acquisitions. A case-by-case decision will be made for all existing contracts (awarded prior to September 30, 2005) to determine which acquisition office will be responsible for the administration and eventual close-out of the contract.

Certain types of acquisitions require specialized acquisition experience. Recognizing the existence of areas of expertise within the AGO offices, the following specialized acquisition service delivery points are established:

Ship building/repair - ERAD will handle all ship building/repair acquisitions generated in states east of the Mississippi River; WRAD will handle all ship building/repair acquisitions generated in states west of the Mississippi River

Facility-Associated Architect/Engineering and Construction - In concert with the establishment of Eastern and Western operations for facilities management, it was agreed that the acquisition offices in CRAD and WRAD will support those facility A/E and construction activities generated by the co-located Eastern and Western Facilities Management Offices. Where the Facilities Management Offices in Headquarters, Boulder or Norfolk generate facility A/E or construction requirements, the local acquisition office (SO/ECAD in Headquarters, ERAD in Norfolk or MRAD in Boulder) will service that individual requirement unless a specific reassignment is approved by the Director AGO).

Other types of A/E services (e.g., mapping) will be processed by the appropriate acquisition office based on the service delivery point guidance detailed above.

WRAD will have a satellite office located in Hawaii early in FY 2006. Once that office is officially established and staffed, all Line and Staff Offices will be notified. The staff of this office will be responsible for all acquisitions generated by Project Officers in Hawaii and will oversee and be a resource to all individuals with Delegated Procurement Authority or

purchase cardholders physically located in Hawaii. WRAD will provide backup support to this satellite office and will be the designated supervisory chain and Head of the Contracting Office (HCO) for that satellite office.

Exceptions to any of the above designated service delivery points must be approved in advance by the Director, Acquisition and Grants Office and will require concurrence by both the relinquishing and receiving HCO and the requesting AA/Staff Office Director

Note - System also includes NDBC Acquisitions (National Data Buoy Center) for NWS acquisitions to be processed through the acquisition office at NDBC and DOC-COMMITS for acquisitions to be processed through the DOC Office of Acquisition Management and Financial Assistance's COMMITS office.

- e. Enter a clear and descriptive Plan Title – This is a text field and should include a clear description of the planned acquisition (e.g., IT equipment is insufficient; PC, printer, scanner for use in the NWS Director's Office is better; renewal of Contract XXXXXXXXXX is insufficient; renewal of contract for janitorial services at Western Regional Center is better).
- f. Enter Estimated Total Value of the acquisition – Total Value includes:
 - 1. Base period and all options of multi-year acquisitions
 - 2. Maximum value of base period and any options for Indefinite Delivery/Indefinite Quantity contracts
 - 3. Value of total estimated quantity for base period and any options for Requirements-type contracts
 - 4. Total value for complete performance for any incrementally funded contracts
 - 5. Total value for all acquisitions (e.g., a fixed price contract that may take several years to complete but that are fully-funded at inception)

System will enter Dollar signs, commas and decimal point.

- g. Enter Planned FY 06 Obligation – Total Value of actual dollars planned to be obligated in FY 06.

- h. Enter Leading Type of Money – Select from the drop-down box the primary type of funds to be obligated.
- i. Enter any appropriate Comment on Type of Money – Text entry fill in to relay any appropriate information regarding funding proposed for the acquisition (e.g., funding to be provided by multiple offices or funding to be provided by State of Delaware or do not award before start of 3rd quarter to be consistent with spend plan).
- j. Enter Desired Award Date – Enter date by which award is desired or required in MM/DD/YYYY format.
- k. Enter Client Submission Date – Enter the date by which the requisition and any required supporting documents (SOW/SOO, evaluation criteria, request for delegation of source selection official authority, all required clearances) is planned to be submitted to the cognizant acquisition office. This date may change once the planned acquisition is assigned to a contract specialist and a specific acquisition strategy is negotiated to reflect the standard procurement action lead time selected and based on the NOAA Acquisition Handbook. Initiator should identify the date it is planned to submit the complete acquisition request package to the cognizant acquisition office in MM/DD/YYYY format.
- l. Enter the Leading Goal – Select from the Drop Down Box the leading goal.
- m. Enter any Comments regarding the Leading Goal – For example, if multiple goals or programs will be supported by the planned acquisition, the initiator could identify the other goals or programs supported.
- n. Enter the Leading Object Class – Select from the Drop Down Box of Object Class Codes and Descriptions.
- o. Insert the e-mail address of the Planned Contracting Officer Representative (COR).
- p. Enter the appropriate FSC Code – Select from the Drop Down Box of FSC Codes and Descriptions
- q. Enter the Requisition Number – Enter 2 digit code for Acquisition office bureau (NOAA = NA); 6-digit office routing code; hyphen; 1-digit year; hyphen; 5-digit sequential number by routing code. EXAMPLE: NAAW6000-06-0012. This number may be entered at any time and is not required at the point the initial plan is developed.

- r. Enter Yes or No – Approving official completes this field when the planned acquisition is approved or not-approved for inclusion on the CAP.

Note that this system will permit the entry of plans for fiscal years beyond 2006; therefore, where there are known acquisitions that will occur in later fiscal years or where there is a particularly long lead time to process the acquisition, they can be included at the time of preparation of the FY 06 plan.

B. Changes to the CAP

SAM is designed to establish formalized approval structures within Line and Staff Offices and to permit a real-time view to acquisitions in NOAA. As such, it is expected and, in fact, required that the CAP be updated as new acquisitions are identified throughout the fiscal year. Every requisition submitted to a NOAA acquisition office must identify the associated acquisition plan number (which will automatically be assigned by SAM when the plan is entered and approved for submittal to a NOAA acquisition office).

Question: I know I will have multiple Task Orders to be issued under an existing NOAA IDIQ or Requirements-type contract. Do I have to generate individual plans for each Task Order?

Answer: Yes. One of the purposes of SAM is to balance workload and to identify what the expected workload will be at any time during the fiscal year in each acquisition office. In order to meet the acquisition needs of NOAA offices and our external clients, it may become necessary to adjust designated service points on a temporary or permanent basis based on staffing availability and workload needs.

Part III. Processing PRs

A. Relationship Between PRs and APP Line Items

SAM assigns every planned acquisition an APP Line Item number. This is the individual acquisition plan number and must be referenced on the PR submitted to the acquisition office. There should be only one PR associated with each APP line item number with the following exceptions:

1. An amendment to a PR decreasing the dollar amount of a PR previously received in the cognizant acquisition division that is **not Closed.** (See B below.)
2. An amendment to a PR increasing the dollar amount of a previously received PR in the cognizant acquisition division that is **not Closed.** (See B below.)

3. PRs that are to be part of the same acquisition if a PR was previously received in the cognizant acquisition Division.
4. There is no limit to the number of PRs that can be associated with a small APP number.

B. Amended PRs

PRs can only be amended if the original PR has not been awarded and closed out. If the original PR has been awarded and closed out, a new PR number must be assigned.

Note: Amended PRs for additional funds should be numbered as an amendment to the original. If additional funds are needed in order to proceed with an award, those funds must be requested and received before the award can be made.

C. Deficient PRs

Any PR submitted without an APP line item number or does not fully adhere to these instructions will be deemed deficient. The PR will not be processed in the acquisition division until the deficiency is corrected. Only the cognizant HCO can grant an exception to this policy. A PR that fails to include appropriate supporting documentation and/or clearances/approvals will also be considered deficient. The development of the acquisition strategy (one or more conversations between the initiator and the assigned contract specialist) should lead to a complete understanding of what needs to be submitted with the PR and, wherever possible, draft versions of the supporting documentation should be provided in advance to the assigned Contract Specialist for review/concurrence. This will mitigate the need to send documents back to the initiator for revisions.

Deficient PRs will be handled as follows:

1. A PR that shows a total dollar amount over \$100,000 will be treated as an individual APP line item PR. The cognizant HCO will contact the responsible individual in the Line/Staff Office to have an individual APP line item created.
2. A PR that shows a total dollar amount of \$100,000 or less will be treated as a small APP line item PR unless it is apparent that it is expected that the requisition will result in a new contract award, a modification to exercise an option to a NOAA contract, or a task/delivery order against an existing NOAA contract.
3. In all cases, a maximum of 14 calendar days will be allowed for the correction of all identified deficiencies. If the identified deficiencies have not been corrected by the close of business on the 14th day, the requisition will be

returned to the initiator for re-negotiation of a milestone plan for the APP and re-submittal of the corrected package to the cognizant acquisition office.

Part IV. Procedure for Negotiating/Preparing Milestone Plans (MP) and Establishing the Governing MP Dates

A. Negotiating and Preparing an MP

The Milestone Plan is based on the Procurement Action Lead Times for the various types of acquisitions included in the NOAA Acquisition Handbook. The standard lead times will be utilized unless mutually agreed to by the Initiator, the assigned Contract Specialist and the appropriate AGO approving official. The milestones identified for each type of acquisition reflect the procedural steps that must be taken in order to execute the acquisition and reflect the normal processing time for completing each step in the process. An MP must be generated for all new contract actions and is required at the discretion of the cognizant HCO for any acquisition other than a new contract. SAM will generate the milestone plan and maintain an electronic status of every planned acquisition. Once an acquisition is begun, it is the responsibility of the assigned Contract Specialist to maintain the currency of the milestone plan.

The assigned Contract Specialist will initiate discussions with the assigned Project Officer early in the planning process to gain a better understanding of the requirement, to develop an appropriate acquisition strategy and to share with the Project Officer the steps in the process and what the Project Officer's responsibilities will be at each step of the process. The NOAA Acquisition Handbook provides similar guidance. It is also, at this time, appropriate to identify who will be the assigned Contracting Officer Representative (COR) upon contract award. In most cases, this is the Project Officer. The COR needs to be current in all required training and must understand the planned acquisition and his/her roles/responsibilities once the contract has been awarded. As well, it may be necessary to include (if not already included) appropriate performance standards in the designated CORs annual performance plan to include performance standards for their COR responsibilities and duties depending on the level of commitment necessary to execute COR responsibilities.

B. Completing an MP and Establishing Planned MP Dates for an APP Line Item

MPs establish planned dates for submittal of the acquisition request to the acquisition office and a planned award date, as well as, key milestones in the acquisition process appropriate for the individual acquisition. Any revision to the established submittal date of the acquisition request to the cognizant acquisition office and the planned award date established in the MP requires that the MP be renegotiated by the Contract Specialist and Project Officer and approved by the AGO approving official.

Negotiated MP dates must be adhered to regardless of the cutoff dates shown in Exhibit 1, Purchase Request Receipt Cutoff Dates. The MP establishes the specific cutoff date for submission of the planned acquisition request to the cognizant acquisition office and supersedes the generic dates established in the PR Receipt Cutoff Dates and reflects the specific steps that must be accomplished in the execution of the specific acquisition.

Part V. Processing Acquisition Requests

A. Grace Period for Late PRs Associated with MPs

A PR identified with an APP line item number that is received in the cognizant acquisition division up to 5-calendar days past the governing planned PR submittal date on the MP will be accepted in the cognizant acquisition office as timely. A late PR is defined as a PR that is received more than 5 calendar days past the planned PR submittal date specified in the MP.

B. Acquisition Division Processing of a Late PR

Late PRs are routed directly to the responsible Acquisition Division. On a case-by-case basis, the cognizant HCO has the right to retain or return a late PR. If the PR is retained, the Division may elect to renegotiate the MP and generate a new one to reflect the new planned award date. If it is determined that the PR should be returned to the initiating component or otherwise re-routed, the PR is returned and an e-mail notification is prepared to the initiating component. If the HCO decides the APP line item should be deleted, he/she informs the designated Component Planning Coordinator.

C. Deletion of an APP Line Item Number

If an APP line item number is no longer needed, it should be deleted.

D. Acquisition Division Processing of a New APP Line Item (Unplanned)

PRs that arrive in any NOAA acquisition division without an APP line item cannot be routed to a Contract Specialist until the APP line item is entered into the CAP by the initiator and approved by the appropriate approval chain within the component. The PR will then be associated with the APP line item and routed to the appropriate Specialist for processing.

Part VI. Duties and Responsibilities of the CPC

It is recommended that each Line and Staff Office designate an appropriate individual to serve as the Component Planning Coordinator (CPC). The duties and responsibilities of the CPC as they relate to Acquisition Planning are:

- A. Focal point for acquisition planning in their component.
- B. Receive and disseminate planning information from AGO to all appropriate individuals within their component.
- C. Educating individuals within their component who are substantially involved in the NOAA acquisition planning process.
- D. Assisting their component's management and Program Managers with obtaining information on acquisition planning and acquisition status.

Exhibit 1
Purchase Request (PR) Receipt Cutoff Dates

May 10, 2005

MEMORANDUM FOR: Associate Administrators
Staff Office Directors

FROM: Helen Hurcombe */original signed by/*
Director, Acquisition and Grants Office

SUBJECT: Fiscal Year 2005 and 2006 Procurement Cutoff Dates

In accordance with the Year End Closing Instructions issued by the Finance Office, all Fiscal Year (FY) 2005 obligations must be recorded by **9/26/2005**.

The following cutoff dates have been established by the Acquisition and Grants Office for receipt of FY 2005 and 2006 procurement requests. The FY 2005 dates should also be used as a guide for the submission of FY 2006 procurement requests for new or continued services with a start date of October 1, 2005. Please use these dates as guidelines in planning your procurement requests.

<u>Dollar Value of Procurement Action</u>	<u>FY 2005 Cutoff Date*</u>	<u>FY 2006 Cutoff Date*</u>
\$0.00 - \$24,999.99	August 31, 2005	August 31, 2006
\$25,000.00 - \$100,000.00	July 18, 2005	July 17, 2006
Any order for services against an existing contract (GSA Schedule, GWAC, IDIQ)	June 30, 2005	June 30, 2006
Any other order against an existing contract (GSA Schedule, GWAC, IDIQ)	August 1, 2005	August 1, 2006
\$100,001.00 - \$499,999.00	May 2, 2005	May 1, 2006
\$500,000.00 - \$4,999,999.99	February 28, 2005	February 28, 2006
\$5,000,000.00 - \$9,999,999.99	January 31, 2005	January 30, 2006
\$10,000,000.00 and up	October 1, 2004	October 1, 2005

*Assumes receipt of a complete procurement request package (ready requisition) with all necessary approvals and documentation.

These cutoff dates are provided as general guidance to be utilized when developing component acquisition plans. Each planned acquisition will have a milestone plan negotiated between the assigned Contract Specialist and the Project Officer which will establish submittal and completion dates for each acquisition.

While some of the dates for FY 2005 have already passed, the above dates are not inconsistent with cutoff dates established in prior fiscal years. These cutoff dates have been established based on many years of application of the statutory and regulatory requirements governing the processing of acquisitions in the federal Government and are calculated to permit full compliance with those statutes and regulations and to accommodate the increased acquisition workload that occurs at the end of each fiscal year. If there are acquisitions valued at \$100,000 or more to be submitted for award in FY 2005, the requesting program office should immediately contact their servicing Acquisition Management Division to discuss acquisition strategy and to determine the feasibility of processing the acquisition this fiscal year recognizing the statutory, regulatory and policy requirements associated with acquisitions of this dollar value and higher.

In keeping with long-standing policy, all requisitions will be accepted for processing, no matter when they are received and handled on a "best efforts" basis. However, procurement requests received after the established cutoff dates will require written explanation and clearance by line/staff office senior management. This

approval requirement was implemented for two reasons. First, to promote advance acquisition planning and to keep Line/Staff Office senior management informed of acquisitions being submitted late. Secondly, depending on workload, it may become necessary to prioritize acquisition requirements to permit the most critical acquisitions to be processed before others. Knowing what is being submitted after the cutoff dates will help Line/Staff Office senior management make these decisions.

Accordingly, each procurement request submitted after the above cutoff dates must be accompanied by either a hard-copy memorandum or an e-mail request from the line office Assistant Administrator/Staff Office Director (or their delegee) to the Director of the servicing Acquisition Management Division documenting the reason why prior notification and submission was not possible, the criticality of the proposed acquisition and the impact of not making the award this fiscal year (see Attachment 1 for a suggested format). The Assistant Administrator/Staff Office Director may delegate this authority to their Deputy Assistant Administrator/Deputy Director or Chief Financial Officer. Notification of such delegations should be provided to the Acquisition and Grants Office for dissemination to all Acquisition Management Divisions. Further re-delegations will be considered on a case-by-case basis upon discussion with the Director, Acquisition and Grants Office. Delegations from FY 2004 need to be re-affirmed or new delegations established.

To assist program offices in planning for current and future acquisitions, the Type of Acquisition Action (TAA) List, Exhibit 2, found under Part 7 of the NOAA Acquisition Handbook provides standard procurement action lead times. These are generically established lead times for processing acquisitions of different types and dollar values. We are working to refine these lead times as part of our advance acquisition planning process and after tracking actual processing times this fiscal year.

Should there be any questions regarding the above cutoff dates or procurement action lead times, please contact Don Kraus at 301-713-0325 or via e-mail at Don.Kraus@noaa.gov.

[Attachment 1 - Late Submittal Template](#)

cc: Deputy Assistant Administrators
Staff Office Directors
Chief Financial Officers

TO: Director
Acquisition Management Division

FROM:

Subject: Justification for Acceptance of Procurement Action After Cutoff Date

Requisition No. _____

Description _____

Project Officer _____

Purpose and Criticality of Acquisition:

[insert an explanation of the purpose of the acquisition (e.g., continues maintenance of critical equipment; in support of newly mandated policy, research, programmatic requirements; corrects deficiency that has been identified, etc.)]

Example: Acquisition will provide for the continued maintenance of the XXX facility. This contract provides janitorial and housekeeping services for the entire facility housing 300 NOAA employees. Without these services the facility will not be maintained in a safe, healthy working environment and the facility will deteriorate. This contract will provide services to sustain acceptable working conditions for all employees at the facility.

Priority of the Acquisition:

[insert an explanation of what priority the particular acquisition has]

Example: This contract provides for services that help to ensure a safe working environment for NOAA employees. It is essential to ensuring that the facility remain open and operating. Thus, this acquisition is the highest priority.

Reason for Delayed Submittal:

[insert an explanation of the reasons for the delayed submittal] Example: This is a new program and budget uncertainties precluded submission prior to receipt of final budget allocations.

Exhibit 2
Procurement Action Lead Times

Type of Acquisition Action

Code	Description	PALT*
201	Delivery Orders & Simplified Acquisition up to \$25,000	15
202	Simplified Acquisition over \$25,000 to \$100,000	30
203	Delivery or Task Orders Over \$25,000	30
204	Complex Delivery or Task Orders	60
205	Simplified Acquisition \$2,501-\$100,000 Wage Determination Required	100
206	Test Program for Commercial Items \$100,000 to \$5,000,000	120
210	Sealed Bid \$100,000 to \$500,000	94
211	Sealed Bid, \$500,000 to Indefinite	106
212	Sealed Bid, \$100,000 to \$500,000, Wage Determination – Location Known	138
213	Sealed Bid, \$500,000 to Indefinite, Wage Determination – Location Known	150
214	Sealed Bid, \$100,000 to \$500,000, Wage Determination – Location Unknown	146
215	Sealed Bid, \$500,000 to Indefinite, Wage Determination – Location Unknown	158
220	Negotiated Competitive, \$100,000 to \$10,000,000	180
221	Negotiated Competitive, \$10,000,000 to indefinite	201
222	Negotiated Noncompetitive, \$100,000 to indefinite	174
223	Negotiated Competitive, \$100,000 - \$10,000,000, Wage Deter.-Location Known	224
224	Negotiated Competitive, \$10,000,000 to indefinite, Wage Deter. – Location Known	239
225	Negotiated Competitive, \$100,000 - \$10,000,000, Wage Deter. – Location Unknown	222
226	Negotiated Competitive, \$10,000,000 – Indefinite, Wage Deter. – Location Unknown	243
227	Negotiated Noncompetitive - \$100,000 – Indefinite, Wage Deter. – Location Unknown	222
230	Modification to Order	21
231	Misc. Modification – Administrative Change	20
232	Misc. Modification – Funding \$0 – Indefinite	30
233	Misc. Modification – Option \$0 – Indefinite	40
234	Misc. Modification – Unilateral Change Order - \$0 – Indefinite	30
235	Misc. Modification – Option \$0 – Indefinite, Wage Determination	75
240	Supplemental Agreement up to \$25,000, outside scope	67
241	Supplemental Agreement \$25,000 - \$500,000, outside scope	142
242	Supplemental Agreement, \$500,000 to Indefinite, outside scope	163
243	Supplemental Agreement up to \$25,000, outside scope, wage determination	118
244	Supplemental Agreement \$25,000 to \$500,000, outside scope, wage determination	150
250	8(a) Acquisition, \$0 - \$3,000,000 (\$0 - \$5,000,000 if manufacturing)	146
251	8(a) Acquisition \$3,000,000 – indefinite (\$0 - \$5,000,000 – Indefinite if	

	manufacturing	186
252	8(a) Supplemental Agreement \$0 – Indefinite	112
253	8(a) \$0 - \$3,000,000 (\$0 - \$5,000,000 if manufacturing) Wage Determination – Location Known	157
254	8(a) \$3,000,000 – indefinite (\$5,000,000 - indefinite if manufacturing) Wage Determination – Location Unknown	226
255	8(a) \$0 - \$3,000,000 (\$0 - \$5,000,000 if manufacturing) Wage Determination – Location Unknown	182
256	8(a) \$3,000,000 – Indefinite (\$5,000,000 – Indefinite if manufacturing) Wage Determination – Location Unknown	228
257	8(a) Supplemental Agreement \$2,501 – Indefinite, Wage Determination	154
260	A-76 Negotiated Competitive, \$100,000 - \$10,000,000, Wage Determination – Location Known	322
261	A-76 Negotiated Competitive \$10,000,000 – Indefinite; Wage Determination, Location Unknown	
262	A-76 Negotiated Competitive \$100,000 - \$10,000,000, Wage Determination, Location Unknown	
263	A-76 Negotiated Competitive \$10,000,000 – Indefinite, Wage Determination, Location Unknown	
264	A-76 Sealed Bid \$100,000 - \$500,000, Wage Determination, Location Known	
265	A-76 Sealed Bid \$500,000 – Indefinite, Wage Determination, Location Known	
266	A-76 Sealed Bid \$100,000 - \$500,000, Wage Determination, Location Unknown	
267	A-76 Sealed Bid \$500,000 – Indefinite, Wage Determination, Location Unknown	
270	NISH Contract	282
271	NISH Supplemental Agreement	222
276	A&E Negotiated Competitive \$100,000 – Indefinite	218
280	Misc. Supplemental Lease Agreement	91
999	Awards up to \$2,500 (Pilot)	5

*Days

Exhibit 3
Acquisition Points of Contact

<u>Office</u>	<u>Contact Point</u>	<u>Phone No.</u>	<u>e-Mail Address</u>
High Performance Computing Acquisition Staff	William Voitek	301-713-3525 X196	William.Voitek@noaa.gov
Satellite Program Acquisition Staff	Robert Ransom	1-443-745-8544 301-495-7040	Robert.Ransom@noaa.gov
NWS Acquisition Division	Daniel Clever	301-713-3405 X153	Daniel.L.Clever@noaa.gov
NESDIS Acquisition Division	Tom Genovese	301-713-3478 X170	Tom.Genovese@noaa.gov
NOS/NMFS/OAR Acquisition	Mitch Ross	301-713-0820 X108	Mitchell.J.Ross@noaa.gov
Staff Office/External Client Acquisition Division	Gary Rice	301-713-0838 X190	Gary.Rice@noaa.gov
Eastern Region Acquisition Division	Jack Salmon	757-441-6893	Jack.O.Salmon@noaa.gov
Central Region Acquisition Division	Jeanie Jennings	816-426-7458	Jeanie.M.Jennings@noaa.gov
Mountain Region Acquisition Division	David Barr	303-497-3515	David.M.Barr@noaa.gov
Western Region Acquisition Division	Heide Sickles	206-526-6033	Heide.L.Sickles@noaa.gov
NDBC Acquisition Office	Tim Black	228-688-2382	Tim.Black@noaa.gov